

A regular meeting of the Municipal Civil Service Commission convened on Monday, February 25, 2002, with Douglas Morgan and Grady Pettigrew present.

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RE: *Review and approval of the January 28, 2002, Regular Commission meeting minutes.*

The minutes were approved as written.

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RE: *Review of the results of the pre-hearing conference for the following appeal:  
Cheryl Sharp vs. Columbus Public Schools, Appeal No. 02-BA-0001.  
Bus Driver - Discharge - Hearing Scheduled for March 11, 2002.*

Theresa Lynn Carter, Deputy Executive Director, appeared before the Commissioners and reported the results of a pre-hearing conference held earlier today.

Cheryl Sharp - Ms. Sharp was discharged from her position of Bus Driver with the Columbus Public Schools due to being AWOL. Thomas Drabick, OAPSE representative, represents Ms. Sharp and plans to call Ms. Sharp and her physician as witnesses. Mr. Drabick estimates his case will take no more than one hour. Larry Braverman is representing the Columbus Public Schools and plans to call two primary witnesses and possibly two additional witnesses. Mr. Drabick also estimates his case will last no more than one hour.

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Re: *Rule Revisions.*

No Rule revisions were submitted this month.

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RE: *Election of Commission President.*

Commissioner Grady L. Pettigrew nominated Priscilla R. Tyson to serve as President of the Civil Service Commission. The nomination was seconded and passed.

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RE: *Request of the Civil Service Commission staff to adopt the NFPA Medical Requirements for Firefighters, 2000 Edition.*

PRESENT: Brenda Sobieck, Personnel Administrative Officer

The Civil Service commission currently utilizes the medical standards developed by the National Fire Protection Association (NFPA) for pre-employment physicals of firefighter applicants. The standards were last revised in 1997 and the NFPA published a 2000 edition, which the Fire Division and the Commission did not receive until late 2001.

The Police/Fire Surgeon, Dr. Alton J. Ball, recommended the adoption of these standards for the medical screening of firefighter applicants with the exception of the vision standard. The NFPA recommended reducing waiting periods for laser and radial keratotomy procedures. The Commission has maintained vision standards separate from the NFPA standards and our advisory authority for the vision standards, Dr. Greg Good, does not recommend a shorter waiting period. It was recommended that the 2000 NFPA Medical Requirements for Firefighters be adopted, excluding the vision section.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of appellant Terrence Wilson, Police Officer, to withdraw the appeal he filed with the Civil Service Commission on March 21, 2000 – Appeal No. 00-CA-0011.*

A motion to approve the request was made, seconded, and passed unanimously.

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RE: Trial Board Recommendations.

No Trial Board recommendations were submitted this month.

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RE: *Request of the Columbus Public Schools to revise the specification for the classification of Secretary I (Class Code 046).*

*Request of the Columbus Public Schools to revise the specification for the classification of Secretary II (Class Code 047).*

PRESENT: Reamus Martin, Columbus Public Schools.

The Columbus Public Schools recommended revisions to the specifications for the classifications Secretary I and Secretary II based upon detailed job analyses. The revisions were requested to update the specifications so that present labor contract agreements are met and job duties and responsibilities are reflected.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Columbus Public Schools to revise the specification for the classification Electronics Repairer (Class Code 468).*

PRESENT: Robert Smallwood, Columbus Public Schools

The Columbus Public Schools recommended revisions to the specification for the classification Electronics Repairer. Additions to the definition, typical tasks and desirable knowledge, skills and abilities have been proposed to reflect that the incumbents are now responsible for repair of personal computers and their component parts.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Columbus Public Schools to revise the specification for the classification of Landscape Maintenance Worker I (Class Code 710).*

*Request of the Columbus Public Schools to revise the specification for the classification of Landscape Maintenance Worker II (Class Code 711).*

PRESENT: Sue Messina, Columbus Public Schools

The Columbus Public Schools recommended revisions to the specifications for Landscape Maintenance Worker I and Landscape Maintenance Worker II based upon detailed job analyses. The changes were recommended in order to update the specifications so that current job responsibilities, working conditions and license requirements were reflected and to meet present labor contract agreements.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Columbus Public Schools to revise the specification for the classification of Landscape Maintenance Supervisor II and retitle it to read Landscape Maintenance Supervisor (Class Code 713).*

PRESENT: Sue Messina, Columbus Public Schools

In the past there have been two levels of Landscape Maintenance Supervisor (I and II). The Landscape Maintenance Supervisor I has never been utilized and there has only been one supervisor in the past. It was therefore recommended that the two classifications be combined into one and retitle it to read Landscape Maintenance Supervisor.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Golf Course Maintenance Supervisor, retitle it to read Golf Course Superintendent, extend the probationary period to 365 days and amend Rule XI accordingly (Class Code 3713).*

PRESENT: Donald White, Personnel Analyst Supervisor

Donald White, Personnel Analyst Supervisor, presented the Commission's request to revise the specification for the classification Golf Course Maintenance Supervisor as part of the Commission's objective to review all classifications every five years. This classification was last reviewed in September of 1991.

No revision to the definition was recommended. Within the golfing industry, the individual responsible for the overall maintenance of a golf course is called a Golf Course Superintendent. It was therefore recommended that the title of this classification be changed to Golf Course Superintendent. It was also recommended that the experience requirement in the minimum qualifications be increased to four from three years in the construction and/or maintenance of a regulation golf course. It was also requested that the probationary period be extended from 270 days to 365 days in accordance with Commission policy to assign a one-year probationary period to supervisory classifications. No revisions to the examples of work, knowledge skills and abilities or the examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to abolish the specification for the classification Trade and Development Administrator and amend Rule XI accordingly (Class Code 0334).*

PRESENT: Tamira Rollins, Personnel Administrative Officer

Tammy Rollins presented the Commission's request to abolish the specification for the classification Trade and Development Administrator. In December 1997, the Commission imposed a hiring moratorium on this classification. Since then, the only remaining position incumbent changed classifications leaving this classification vacant. It was therefore requested that the Trade and Development Administrator classification be abolished.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Sign Painter-Fabricator, change the probationary period to 270 days and amend Rule XI accordingly (Class Code 4013).*

PRESENT: Tamira Rollins, Personnel Administrative Officer

Tamira Rollins presented the Commission's request to revise the specification for the classification Sign Painter-Fabricator as part of the Commission's objective to review all classifications every five years. This classification was last reviewed in July of 1996. There are currently four incumbents serving in this classification; three in the Department of Public Service, Traffic Engineering Division and one in the Recreation and Parks Department.

No revisions to the definition were recommended. The examples of work section was revised to include an example of work not previously listed and to remove references to "heat" applications. The minimum qualifications section was revised to require completion of the twelfth school grade and one year of experience assisting in the fabrication and painting of signs. A substitution was also added that would allow a certificate of high school equivalence to substitute for the educational requirement. The

knowledge, skills and abilities were revised to include a general knowledge of mathematics and simple geometry and to remove references to heat sensitive sheeting applicators. It was recommended that the examination type remain competitive. It was recommended that the probationary period be increased to 270 days to provide an opportunity for supervisors to assess incumbents performing all aspects of sign painting and fabrication.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Traffic Maintenance Worker, change the probationary period to 270 days and amend Rule XI accordingly (Class Code 4015).*

PRESENT: Tamira Rollins, Personnel Administrative Officer

Tammy Rollins presented the Commission's request to revise the specification for the classification Traffic Maintenance Worker as part of the Commission's objective to review all classifications every five years. This classification was last reviewed in August of 1996. There are currently seven incumbents serving in this classification in the Traffic Engineering Division, Department of Public Service.

No revisions to the definition were recommended. The examples of work section was revised to add reference to the application of pavement markings by heated propane torch. One example of work was added pertaining to the driving of commercial vehicles as a regular part of the job once a commercial driver's license is received. Possession of a valid, Class B, commercial motor vehicle operator's license and, for some positions a hazardous materials endorsement, was added to the minimum qualifications. The only revision to the knowledge, skills and abilities section was to remove painting as a specific pavement marking method in which knowledge must be possessed in favor of a broader knowledge of pavement marking methods. It was recommended that the probationary period be extended from 180 to 270 days to allow some additional time for employees to get their commercial driver's license. It was recommended that the examination type remain designated as competitive.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to abolish the specification for the classification Engineering and Construction Division Administrator and amend Rule XI accordingly (Class Code 0155).*  
*Request of the Civil Service Commission staff to abolish the specification for the classification Engineering and Construction Division Assistant Administrator and amend Rule XI accordingly (Class Code 0156).*

*Request of the Civil Service Commission staff to abolish the specification for the classification Construction Inspection Division Administrator and amend Rule XI accordingly (Class Code 0201).*

*Request of the Civil Service Commission staff to abolish the specification for the classification Traffic Engineering Superintendent and amend Rule XI accordingly (Class Code 0198).*

*Request of the Civil Service Commission staff to abolish the specification for the classification Traffic Engineering Assistant Superintendent and amend rule XI accordingly (Class Code 0199).*

PRESENT: Jeanne Gallagher, Personnel Analyst I

In January of this year, the Transportation Division was established and the Engineering and Construction Division, the Traffic Engineering Division and the Construction Inspection Division were reorganized into this Transportation Division. As such, the duties assigned to these positions were reallocated to the Transportation Division Administrator and the Transportation Division Assistant Administrator. All of the incumbents in these positions have either been reassigned or have retired; therefore all these positions currently have no incumbents.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Parking Meter Repairer Supervisor (Class Code 3785).*

PRESENT: Jeanne Gallagher, Personnel Analyst I

Jeanne Gallagher presented the Commission's request to revise the specification for the classification Parking Meter Repairer Supervisor as part of the Commission's effort to keep all classifications current and up-to-date. This classification was last reviewed in 1999. There is currently one incumbent in this classification.

The definition was revised to eliminate the reference to a division that no longer exists in the Public Service Department. One revision to the examples of work was recommended to clarify the level of coordination of work activities. No revisions to the minimum qualifications were recommended. Revisions to the knowledge, skills and abilities section were recommended to more accurately define the skills needed to perform the tasks at a supervisory level. No revisions to the probationary period or examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification City Forester (Class Code 1530).*

PRESENT: Jeanne Gallagher, Personnel Analyst I

Jeanne Gallagher presented the Commission's request to revise the specification for the classification City Forester as part of the ongoing effort to update all classifications at least every five years. This specification was last reviewed in 1996. There is currently one incumbent assigned to the Department of Recreation and Parks.

A revision to the definition was recommended to more accurately reflect the highly specialized professional duties of the City Forester. Revisions to the examples of work were recommended to better clarify the duties performed by an incumbent in this classification. The minimum qualifications were recommended for revision to maintain supervisory progression for classifications supervised by this position. Revisions to the knowledge, skills and abilities were recommended to more accurately define the skills needed to perform the tasks. No revisions to the probationary period or examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Parks Planning and Design Manager (Class Code 1203).*

PRESENT: Jeanne Gallagher, Personnel Analyst I

Jeanne Gallagher presented the Commission's request to revise the specification for the classification Parks Planning and Design Manager as part of the ongoing effort to update all classifications at least every five years. This specification was created in 1996 and reviewed in 2001 with no recommended changes.

No revisions to the definition were recommended. Revisions to the examples of work were recommended to eliminate the reference to a division that no longer exists in the City's organizational structure and to include examples of the planning functions of the classification. No revisions to the minimum qualifications section of the specification were recommended. Changes to the knowledge, skills and abilities section were recommended to more accurately define the skills needed to perform the tasks. No revisions to the probationary period or examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Water Maintenance Supervisor I (Class Code 4040).*

PRESENT: Ronald L. Jenkins, Personnel Analyst I

Ronald L. Jenkins presented the Commission's request to revise the specification for the classification Water Maintenance Supervisor I as part of the Commission's objective to ensure all supervisor classifications within the City of Columbus are accurate and up-to-date. This classification was last updated in September of 1999 and there are currently ten incumbents in the classification.

Revisions to the definition were recommended to more accurately describe the supervisory duties and responsibilities assigned to and performed by incumbents of this classification. Changes in the examples of work section of the specification were requested to more accurately reflect the duties performed by incumbents and to eliminate redundancies. No revisions to the minimum qualifications, knowledge, skills, and abilities, probationary period or examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Tree Trimmer Supervisor (Class Code 3761).*

PRESENT: Ronald L. Jenkins, Personnel Analyst I

Ronald L. Jenkins presented the Commission's request to revise the specification for the classification Tree Trimmer Supervisor as part of the Commission's objective to ensure all supervisor classifications within the City of Columbus are accurate and up-to-date. This classification was last updated in January of 2000 and there are currently five incumbents in the classification.

Revisions to the definition were recommended to more accurately describe the supervisory duties and responsibilities assigned to and performed by incumbents of this classification. Changes in the examples of work section of the specification were requested to more accurately reflect the duties performed by incumbents and to eliminate redundancies. No revisions to the minimum qualifications, knowledge, skills, and abilities, probationary period or examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Sewer Maintenance Supervisor I (Class Code 3968).*

PRESENT: Ronald L. Jenkins, Personnel Analyst I

Ronald Jenkins presented the Commission's request to revise the specification for the classification Sewer Maintenance Supervisor I as part of the Commission's objective to ensure all supervisor classifications within the City of Columbus are accurate and up-to-date. This classification was last updated in September of 1999 and there are currently twelve incumbents in the classification.

Revisions to the definition were recommended to more accurately describe the supervisory duties and responsibilities assigned to and performed by incumbents of this classification. Changes in the examples of work section of the specification were requested to more accurately reflect the duties performed by incumbents and to eliminate redundancies. One revision to the knowledge, skills and abilities section was recommended to require the ability to lift 80 pounds. No revisions to the minimum qualifications, knowledge, skills, and abilities, probationary period or examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Parks Maintenance Supervisor I (Class Code 3772).*

PRESENT: Ronald L. Jenkins, Personnel Analyst I

Ronald L. Jenkins presented the Commission's request to revise the specification for the classification Parks Maintenance Supervisor I as part of the Commission's objective to ensure all supervisor classifications within the City of Columbus are accurate and up-to-date. This classification was last updated in May of 1999 and there are currently thirteen incumbents in the classification.

Revisions to the definition were recommended to more accurately describe the supervisory duties and responsibilities assigned to and performed by incumbents of this classification. Changes in the examples of work section of the specification were requested to more accurately reflect the duties performed by incumbents and to eliminate redundancies. No revisions to the minimum qualifications, knowledge, skills, and abilities, probationary period or examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Automotive Mechanic Supervisor II (Class Code 3457).*

PRESENT: Ronald L. Jenkins, Personnel Analyst I

Ronald L. Jenkins, Personnel Analyst I, presented the Commission's request to revise the specification for the classification Automotive Mechanic Supervisor II as part of the Commission's objective to ensure all supervisor classifications within the City of Columbus are accurate and up-to-date. This classification was last updated in September of 1999 and there are currently fifteen incumbents in the classification.

Revisions to the definition were recommended to eliminate references to titles that no longer exist. Changes in the examples of work section of the specification were recommended to more accurately reflect the duties performed by incumbents. Revisions to the guidelines for class use section were recommended to more accurately distinguish the responsibilities of the Automotive Mechanic Supervisor I and II classifications. No revisions to the minimum qualifications, knowledge, skills, and abilities, probationary period or examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Water Plant Operator I, change the probationary period to 365 days and amend Rule XI accordingly (Class Code 3881).*

PRESENT: Donald White, Personnel Analyst Supervisor

Don White presented the Commission's request to revise the specification for the classification Water Plant Operator I as part of the Commission's objective to review all classifications every five years. This classification was last reviewed in December of 1993

No revisions to the definition were recommended. The examples of work section of the specification was revised to include "may work around or with hazardous chemicals". No revisions were recommended to the minimum qualifications section of the specification. The "ability to work in confined spaces and other areas requiring the utilization of personal protective equipment" was added to the knowledge, skills and abilities section of the specification. It was recommended that the examination type remain competitive. The water treatment process changes in accordance with the four seasons and supervisors believe it is important to evaluate all employees in all phases of the work during the probationary period. It was therefore recommended that the probationary period be extended to 365 days.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Computer Operator II (Class Code 0539).*

PRESENT: Barbara E. Crawford, Personnel Analyst II

Barbara Crawford presented the Commission's request to revise the specification for the classification Computer Operator II in accordance with the Commission's policy on five-year classification

reviews. This classification was created in 1969 and minor revisions related to comparable experience were made in 1999. At the present time no incumbents are in this classification.

There were no proposed revisions to the definition. Revisions to the examples of work were to reflect updated duties and responsibilities and the technical language currently used in the industry. There were no revisions to the minimum qualifications. Minor revisions were proposed to the knowledge, skills and abilities to reflect the use of contemporary software applications in the day-to-day operations of the data center. No revisions to the examination type or probationary period were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE:     *Request of the Civil Service Commission staff to create the specification for the classification Senior Project Manager, assign a probationary period of 365 days, designate the examination type as noncompetitive and amend rule XI accordingly.*

This item was deferred.

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RE:     *Residency hearing review: Brian E. Morgan, Police Property Clerk*

In the matter of Brian E. Morgan, Police Property Clerk, Department of Safety, Division of Police, the Commissioners reviewed documents and decided that Mr. Morgan does meet the residency requirement.

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RE:     *Personnel Action.*  
*Request of the Civil Service commission staff to deem Tony Milsap qualified for the preferred eligible list for Storekeeper II (Class Code 1329).*

A motion was made, seconded and approved to deem Tony Milsap qualified for the preferred eligible list for Storekeeper II.

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RE:     *Administrative/Jurisdictional Reviews.*

*Review of the appeal of Beatrice M. Williams regarding the denial of her request to retake the Core 2 Group Exam, Development Services Assistant examination - 02-CA-0001.*

The Commissioners approved the written recommendation submitted by the Civil Service Commission staff to deny her request to retake the Core 2 Group Examination for Development Services Assistant and decided to dismiss her appeal without a hearing.

Police Officer Applicants Removed During the Prescreening Process	
Nickalus Bourne	Emnlovment (C.3)
Terrv Cohen. Jr.	Substance Abuse (H.2)
Edwin Cortes	Traffic (E.2/E.5)
James O. Morgan. III	Traffic (E.5)
Shawn Schlick	Substance Abuse (H.2)
David Sluga	Traffic (E.5)
Siahn W. Zimmerman	Traffic (E.5)

The Commissioners reviewed the files of seven police officer applicants for an administrative review of the decision of the Executive Director to reject their applications due to a violation of the background standards for police officers during the pre-screening process.

After reviewing the files of Nickalus Bourne, James O. Morgan, III and Shawn Schlick, the Commissioners decided that their applications would be accepted and they would be permitted to take the police officer examination. After reviewing the files of Terry Cohen, Jr., Edwin Cortes, David Sluga and

Sjahn W. Zimmerman, the Commissioners decided their applications would not be accepted and they would not be permitted to take the police officer examination.

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*The Commissioners adjourned their regular meeting at 1:25 p.m.*

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Priscilla R. Tyson, Commission President

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March 25, 2002  
Date